



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: December 12, 2000

**CLASSIFICATION:** NURSE CONSULTANT II  
2 Positions (Permanent Full Time)  
1 Position (Limited Term-Full Time) **[Expires: 06/30/02]**

**FINAL FILE DATE:** Until Filled

**SALARY:** \$4333 - \$5221 per month

**LOCATION:** HMO Help Center, 7667 Folsom Blvd, Sacramento

**DUTIES AND RESPONSIBILITIES:** The Nurse Consultant reviews quality of care complaints for appropriate medical decision-making and treatment. In addition, evaluates the health care delivery system and quality of care issues such as: preventive care, determines if practices are appropriate or deviate from policies or practice affecting accessibility, acceptability, continuity or comprehensiveness of health care, and advises Medical Consultants of potential problems in care. Evaluates inpatient services (hospital records), rendering and referral of needed services to specialists, and discharge procedures to ensure continuity of care. If, services are not provided, obtains documentation why services were not performed and ensures that such documentation is included in medical records. Recommends policy and/or procedural changes to plan in order to assist them in rendering effective medical care to enrollees. Develops and evaluates standards policies and procedures; coordinates training of nursing and other health-related personnel who are responsible for the delivery of health care services.

**DESIRABLE QUALIFICATIONS:**

- ✓ Ability to work independently.
- ✓ Work well under pressure.
- ✓ Communicate effectively, possess good interpersonal skills and a willingness to accept responsibility.
- ✓ Excellent attendance and dependability.
- ✓ Knowledge of WordPerfect, Excel, Word 97, etc.

**WHO MAY APPLY:** State employees who are currently in the above classification; have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Lisa Lombard at (916) 229-0459. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and RPA # 00-239-240, 00-242 under the job title).

**SUBMIT APPLICATION AND/OR RESUME TO:**

Department Managed Health Care  
Attention: Lisa Lombard  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

**RPA#: 00-239-240, 00-242**

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.